

To Your [Senator](#):

The Honorable (full name)  
(Room #) (Name) Senate Office Building  
United States Senate  
Washington, DC 20510

Dear Senator:

OR

To Your [Representative](#):

The Honorable (full name)  
(Room #) (Name) House Office Building  
United States House of Representatives  
Washington, DC 20515

Dear Representative:

**Here are some key things you should always and never do in writing to your elected representatives.**

1. Be courteous and respectful without "gushing."
2. Clearly and simply state the purpose of your letter.
3. Say who you are. Anonymous letters go nowhere. Include your correct name, address, phone number and email address. If you don't include at least your name and address, you will not get a response.
4. Keep your letter short -- one page is best.
5. Use specific examples or evidence to support your position.
6. State what it is you want done or recommend a course of action.
7. Thank the member for taking the time to read your letter.

**Never**

1. Use vulgarity, profanity, or threats. The first two are just plain rude and the third one can get you a visit from the Secret Service. Simply stated, don't let your passion get in the way of making your point,
2. Fail to include your name and address, even in email letters.
3. Demand a response.